

# **SOUTH CAROLINA RESERVE OFFICER TRAINING PROGRAM**

## **Administrative Guide**



**SC Criminal Justice Academy  
Instructional Standards and Support**

**2012 Edition**  
(currently under revision 1/12)

# South Carolina Reserve Officer Training Program

## Authority

SC Reserve Officer Law – Chapter 28, Title 23, Code of Laws of SC.

## The South Carolina Reserve Officer

A reserve officer is a non-paid volunteer who assists a law enforcement agency in enforcing the laws of South Carolina. The reserve officer is appointed by and serves at the pleasure of the agency head.

A reserve officer candidate must successfully complete the SC Reserve Officer Training Program to include an end of course written examination prepared by the South Carolina Criminal Justice Academy.

Following are detailed descriptions of all requirements/responsibilities of host departments and reserve officer candidates. Please read carefully. For questions contact:

William A. Floyd, Jr., Manager  
Instructional Standards and Support  
803-896-7724  
WAFloyd@sccja.sc.gov

or

Kathy Daniels, Program Coordinator  
Instructional Standards and Support  
803-896-7843  
KMDanielsen@sccja.sc.gov

or

Theresa Clark, Administrative Coordinator  
Certification Unit  
803-896-7804  
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*The Transfer of Constable to a Reserve Officer noted above is currently under review and revision; however, all other information contained in this Administrative Guide is accurate and binding.*

## **How to Become a South Carolina Reserve Department**

To have a South Carolina Reserve Officer Program, the department must complete and return the Application for Approval as South Carolina Reserve Department form. Once a department has been approved as a South Carolina Reserve Department, that department must submit an application **every July** or anytime there is a change to the program; i.e., new chief/sheriff/agency head, new reserve liaison, new reserve officers (along with PCS of Hire), removing reserve officers (along with PCS of Termination). This form is to be submitted whether or not the department is actively training new reserve officer candidates.

It is the department's responsibility to submit the required paperwork annually in July. The South Carolina Criminal Justice Academy (Academy) will not send out reminders. Failure to complete the paperwork annually may result in a department's reserve status being withdrawn.

Each department using reserve officers must have one full-time class 1 officer as coordinator-supervisor who must be responsible directly to the Chief/Sheriff. This Reserve Liaison is responsible for the coordination of training classes and scheduling of the Reserve test.

All departments need to submit an email address for the reserve liaison as contact concerning the reserve program is handled via email.

Send completed form to:

Kathy Daniels  
SC Criminal Justice Academy  
Instructional Standards and Support Section  
5400 Broad River Road  
Columbia, SC 29212

## **How to Conduct a South Carolina Reserve Officer Candidate Training Program**

Approved reserve departments may apply to conduct a South Carolina Reserve Officer Training Program. In order to host a South Carolina Reserve Officer Training Program, the department must complete and return the Application for South Carolina Reserve Officer Training Implementation form **before** beginning **each** training program, along with a Reserve Candidate Attestation and Authorization to Release Form for each candidate attending the training. (Candidates must be 21 years of age before attending training.) The forms can be faxed to 803-896-8746. Allow 14 working days for processing. The form must indicate the **beginning and ending** dates for the training.

If candidates from other departments are attending the training, the candidates' employing agencies must complete an Application for Approval as South Carolina Reserve Department and an Application for South Carolina Reserve Officer Training Implementation form **before** the training program begins, along with a Reserve Candidate Attestation and Authorization to Release Form for each candidate attending the training. The Application for South Carolina Reserve Officer Training Implementation form must indicate who from the employing department will be providing the training for the Local Ordinances and Policies. This must be done **BEFORE** the training program begins. It is up to the department offering/sponsoring the training to ensure that all paperwork is on file with the Standards Unit before allowing other departments to send candidates for training. Chiefs/Sheriffs/Agency Heads or Reserve Liaisons may contact the Standards Unit at 803-896-7843 to verify.

Any changes (i.e., changes in instructors, training dates, candidates) in the training program after an application has been approved must be submitted to the Standards Unit immediately for reapproval. Failure to do so may result in delayed testing of candidates or candidates not being allowed to test.

The Reserve Liaison will be the contact for questions and scheduling of the test. Any change in the Reserve Liaison must be submitted to the Standards Unit.

Once the above steps have been completed and the applications approved, the Academy will provide access to the South Carolina Reserve Officer Training Manual and the recorded Legals and CDV coursework along with the videos used with Vulnerable Adults and SALTS.

**Note:** **Before** a candidate may **attend** the SC Reserve Officer Training Program, the following must be on file with the employing department. By signing the Reserve Candidate Attestation and Authorization to Release Form you are indicating that these items are **currently on file with the employing department**.

1. A Photostat copy of candidate's birth certificate or similar approved document.
2. High School diploma or GED certification.
3. Report of current medical exam, on CJA preplacement & medical history form, with physician attesting medically suitable for law enforcement employment.
4. Fingerprint card showing results of SLED and FBI identification fingerprint check. All charges must show a final disposition with NO felony conviction or disqualifying misdemeanor. The employing department must have conducted a background investigation, including a credit check, and the results must be satisfactory.
5. Candidate must hold a valid/current SC Driver's License with no record for the past five years for suspension as a result of Driving Under the Influence of Alcoholic Beverages or Dangerous Drugs, Driving While Impaired, Reckless Homicide, Involuntary Manslaughter or Leaving the Scene of an Accident. **There is no exception for military personnel. All reserve candidates must have a SC Driver's License.**
6. A recent photograph. (within 6 months)

## **South Carolina Reserve Officer Training Program Course Titles**

Program coursework consists of instructional units from law to firearms. Lesson plans are developed and approved by the Academy. All lesson plans will be provided by the Academy with the exception of Local Ordinances and Policies. Lesson plans must be taught as structured; modification of performance objectives, instructional content, time required, and support training material is prohibited.

In addition to the manual, Legals and CDV portions of the training are recorded. The department must have an Academy accredited instructor or approved attorney **present** during all recorded presentations. Training for other topics must be conducted by Academy accredited instructors using the lesson plans provided. Each agency is responsible for training candidates on the agency's Local Ordinances and Policies. The complete names of instructors and/or attorneys must be listed on the Application for South Carolina Reserve Officer Training Implementation. Any changes to the application or instructors must be approved **in advance**.

The test will cover all content except Local Ordinances and Policies.

Candidates must be present during the entire training program.

### **SC Reserve Officer Training Curriculum January 2012**

#### **Topics taped by Academy Instructors:**

<b>Course Title</b>	<b>Hours</b>	<b>Course Title</b>	<b>Hours</b>
1 Introduction to Criminal Law	4	11 First Amendment Issues	1
2 Courts, Crimes, and Courtroom Procedures	4	12 Confessions, Interrogation, Miranda Rule	4
3 Probable Cause	2.5	13 Specific Crimes – Crimes Against Person	3
4 The Exclusionary Rule	2.5	14 Specific Crimes – Crimes Against Property	4
5 Arrests	3	15 Evidence	4
6 Investigative Detention	2	16 Civil Liability	4
7 Searches I	4	17 Civil Process	1.5
8 Searches II	4	18 Criminal Domestic Violence	8
9 Searches III	4	19 Harassment and Stalking	2
10 Ethics in Law Enforcement	2	20 Victimology	2

#### **Topics where Academy only provides lesson plans:**

21 Prejudice and Personality (Diversity)	3	26 Child Abuse	5
22 Strategies of Arrest	3	27 Vulnerable Adults	3
23 Mental Illness and Medical Issues	5	28 Basic Patrol Operations	6
24 Juvenile Procedures	5	29 Officer Survival On and Off Duty	2
25 Sexual Assault	3	30 SALTS (Safe & Legal Traffic Stops)	2.5

#### **Topics Requiring DT Instructor, Firearms or Driving Instructor to teach Academy lesson plans:**

31 PPCT/Tactical Handcuffing (DT Instructor)	10	34 Firearms (Firearms Instructor)	25
32 PPCT/Use of Force (DT Instructor)	6	35 Emergency Vehicle Operations (EVO)	2
33 PPCT/Weapon Retention (DT Instructor)	4	(EVO requires Driving Instructor)	

#### **Topic Departments are responsible for:**

36 Local Ordinances and Policies	10
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Total Hours: 160 Training Hours + 2 Hour Multiple Choice Test = 162

## South Carolina Reserve Officer Testing Process

The reserve examination consists of 100 multiple choice test items; all items are cross-referenced to performance objectives. The current passing grade for this examination is 70%.

Upon completion of the training program the department hosting the training will provide the following forms for each candidate:

1. Departmental Training Verification
2. Reserve Firearms, EVO and Local Ordinances/Policies Qualification and Training Verification Form
3. PPCT Proficiency Form (DT Instructor must sign sheet in all 3 areas or form will not be accepted)

Upon receipt of the documentation for each candidate, the Standards Unit will review the paperwork for completeness and compare the information to the approved Application for South Carolina Reserve Officer Training Implementation. Provided all paperwork is in order, the Standards Unit will contact the reserve liaison for the department hosting the training to set up a test date at the Academy. Test dates will not be scheduled until all documentation is received for each candidate.

Reserve testing is held at the Academy located at 5400 Broad River Road, Columbia, South Carolina on the first and third Wednesday of each month (excluding holidays or dates when the Academy is closed). The test is administered from 2:00 pm to 4:00 pm. Candidates must be in the classroom before 1:30 pm and present their South Carolina Driver's Licenses. Manuals, beepers, cell phones, hats and weapons are not allowed. No one will be admitted after instructions have begun.

**NEW:** All tests and retests must be completed within 60 days of the last day of the reserve training.

Candidates must be scheduled one week in advance. Agencies must notify the Standards Unit at 803-896-7843 prior to the test date when candidates are unable to attend.

Tests will be scored and notification **mailed** to Chiefs/Sheriffs/Agency Heads within 7 working days. Test scores will not be released via telephone, fax or e-mail.

For a successful candidate, a Personnel Change in Status Hire Form must be completed and sent to Ms. Theresa Clark in the Certification Unit within **60 days of the test**. This must be done prior to a reserve officer commencing his/her duties. Upon receipt of the hire form, Ms. Clark will contact the department with authorization to begin the reserve officer ride-along requirement within 15 working days.

In the event a candidate fails the test, one retest will be offered. The employing department's reserve liaison must contact the Standards Unit at 803-896-7843 to reschedule the test. This test must be taken within 60 days of the last day of the reserve training. **There is NO 60 day waiting period.**

Candidates who fail the retest may apply to repeat the Reserve Officer Training in its entirety no sooner than one year from the date of the retest failure. Candidates who fail twice are not eligible to attend any Academy mandated training (Basic Law Enforcement, Basic Jail, or Limited Duty) or the Constable program for one year from the date of the retest failure.

## Documentation Required Before Reserve Officers Can Begin Ride-Along Requirement

For a candidate who successfully completes the reserve test, a Personnel Change in Status Hire Form must be completed and forwarded to Ms. Theresa Clark in the Certification Unit within 60 days of the test. This must be done **prior** to a reserve officer commencing his/her duties. Upon receipt of the hire form, Ms. Clark will contact the department with authorization to begin the reserve officer ride-along requirement within 15 working days.

Failure to complete and send in the Personnel Change in Status Hire Form may result in loss of a department's reserve status and the candidate may have to repeat the entire training process.

## **Miscellaneous Facts**

The number of reserve officers cannot exceed the number of regular full-time Class 1 law enforcement officers of the department.

Reserve candidates and reserve officers must have a valid SC Driver's License and be a SC resident with a SC street address. There is no exception for military personnel.

Reserve officers must maintain a logged service time of 20 hours each month or 60 hours each quarter. Training hours and commuting time to and from duty do NOT count toward logged service time.

Any service performed by a reserve officer for which compensation is received (e.g., providing security at athletic events, parades, or similar events) cannot be counted toward the required reserve logged service time of 20 hours each month or 60 hours each quarter.

In-service training shall be held periodically but not less than once a month. Consecutive absences of more than three sessions may be grounds for dismissal. In-service training does not count towards logged service time requirement.

Annual training must include Legal Update, CDV Update, Firearms Qualification, and Agency Policy Updates. Annual training does NOT count toward logged service time requirement.

Reserve officers must complete 240 duty hours with a certified Class 1 officer before working alone.

Every reserve officer must be in proximate contact, by radio or another device, with the full-time officer to whom he/she is assigned at all times.

Reserve officers who transfer to full time employment must complete all the requirements as set forth by law as appropriate for the class certification. For example, if a reserve officer is hired as a full time Class 1 law enforcement officer, he/she must complete the entire Basic Law Enforcement training program.

Any currently certified full-time Class 1 law enforcement officer who leaves his/her position under honorable conditions (**except for reasons of disability**) may, within 12 months, at the request of the chief and with the concurrence of the SC Criminal Justice Academy, be issued a registration card identifying him/her as a member of the reserve. Any such officer shall not be required to undergo the preliminary training but shall be required to have a current physical exam.

Class 3 officers who leave their position must complete the entire SC Reserve Officer Training Program and pass the examination in order to become a reserve officer.

Currently certified Class 3 officers cannot serve as reserve officers.

Individuals who work for a law enforcement agency in a **non-law enforcement capacity** may serve as reserve officers upon successful completion of the SC Reserve Officer Training Program and examination. They may **not** count regular work hours towards reserve logged service time of 20 hours each month or 60 hours each quarter.

Reserve status is not covered by military leave. The Department should separate the reserve officer from reserve status, unless he/she is able to continue doing in-service and road hours each month. A separation of over one year is considered a break in service.

## **Reserve Officers with a Break In Service**

### **Over one year but less than three years:**

1. Candidate must complete lines 1-20 and lines 31-36 on page 2 of the Application for South Carolina Reserve Officer Training Implementation. The Department must contact the Standards Unit (803-896-7843) **prior** to training the candidate and submit an Application for South Carolina Reserve Officer Training Implementation, along with a Reserve Candidate Attestation and Authorization to Release Form for each candidate attending the training. Once approved the training can be provided.
2. Upon completion of training, a Departmental Training Verification, Reserve Firearms, EVO and Local Ordinances/Policies Qualification and Training Verification Form and PPCT Proficiency Form (DT Instructor must sign sheet in all 3 areas or form will not be accepted) must be completed for each candidate. The forms should be mailed to Kathy Danielsen, CJA Standards Unit, 5400 Broad River Road, Columbia, SC 29212.
3. Upon receipt of the forms, the Standards Unit will schedule a test date to administer a 50 item, multiple choice examination. All testing must be completed within 60 days of the completion date of the training.
4. A Personnel Change in Status Hire Form must be submitted within 60 days of the test date for candidates who successfully complete the test. Please allow 15 working days to process paperwork.
5. Complete any additional paperwork required by the Certification Unit.
6. Candidate must have a current physical.

### **Three year break in service:**

Candidate must complete entire South Carolina Reserve Officer Training Program.

## **Transfer of Reserve Officer to Another Department**

In order for a reserve officer to transfer to another department, the department the reserve officer is leaving must submit a Personnel Change in Status Report of Separation/Termination Form indicating the date of resignation and that the reserve officer is in good standing with work hours and training.

**Note:** If the reserve officer is not in good standing with work hours and/or training, the department must indicate how long the reserve officer has not been in compliance. If the reserve officer has a break in service because of the noncompliance, additional training may be required.

The receiving department must furnish the following documentation:

1. Personnel Change in Status Hire Form for the new department.
2. Reserve Firearms, EVO and Local Ordinances/Policies Qualification and Training Verification Form indicating that the reserve officer has:
  - a. Qualified with firearm at the new department.
  - b. Completed 2 hours on the new department's Emergency Response Driving policy.
  - c. Completed 10 hours on the new department's Local Ordinances and Policies.
3. Complete any additional paperwork required by the Certification Unit.

## **Transfer of Basic or Advanced Constable to a Reserve Officer**

*Please note that this section is currently under review and revision and is subject to the review and approval of the South Carolina Law Enforcement Training Council.*

## **When a Personnel Change in Status Report Form is Necessary**

Personnel Change in Status Report of Separation/Termination is required:

1. When a reserve officer is no longer appointed by your department for the following reasons:
  - a. Reserve officer voluntarily resigns. Indicate whether or not reserve officer was in compliance with training and work hours.
  - b. Termination due to involuntary separation (specify reason).
  - c. Termination due to disqualification (specify nature of disqualification).
  - d. Misconduct resulting in termination (specify reason).
2. When a class 1 law enforcement officer transfers to reserve status within your agency.
3. When a class 1 law enforcement officer voluntarily resigns (in good standing) and is appointed please indicate on the form the date of transfer from class 1 law enforcement to reserve status.

**NOTE:** A class 1 law enforcement officer can remain a reservist up to three years. If the officer goes over three years and desires class 1 law enforcement certification, he/she must complete the entire Basic Law Enforcement Training program.

## **Maintaining Reserve Officer's Training File**

The following documentation **MUST** be kept in the reserve officer's training file at the employing department:

1. All documentation required by South Carolina law:
  - a. A photo copy of reserve officer's birth certificate or similar approved document.
  - b. High School diploma or GED certification.
  - c. Report of current medical exam, on CJA preplacement & medical history form, with physician attesting medically suitable for law enforcement employment.
  - d. Fingerprint card showing results of SLED and FBI identification fingerprint check. All charges must show a final disposition, plus whether it was a felony or misdemeanor.
  - e. Reserve officer must hold a valid/current SC Driver's License with no record for the past 5 years for suspension as a result of Driving Under the Influence of Alcoholic Beverages or Dangerous Drugs, Driving While Impaired, Reckless Homicide, Involuntary Manslaughter or Leaving the Scene of an Accident.
  - f. A background investigation, including a credit check, has been conducted, and the results are satisfactory.
  - g. A recent photograph.
  - h. A copy of Departmental Training Verification form and firearm qualification.
2. Copy of Personnel Change in Status Hire Form.
3. Time sheet: Hours Reserve Officer worked = 20 hours each month or 60 hours each quarter.
  - a. Duty time consists of:
    - (1) routine patrol and response activities,
    - (2) special events (non-paid), and
    - (3) administrative duties at law enforcement agencies.
  - b. Duty time does NOT consist of:
    - (1) training (monthly, annual, etc.),
    - (2) commuting to and from duty,
    - (3) or working in a paid non-law enforcement position or at reserve officer's regular employment.
4. Copies of all training attended.
  - a. Annual training for reserve officers must include Legal Update, CDV Update, Firearms Qualification, and Agency Policy Updates.
  - b. In-service training must be held periodically but not less than once a month.

For more information, contact Theresa Clark, Certification Unit, at (803) 896-7804 or THClark@sccja.sc.gov.

## **Constables**

The Group 3 Constable Training Programs, both Basic and Advanced, are regulated by SLED.

Direct all questions regarding constables and requests for constable training or testing to Diana White, SLED Regulatory, at (803) 896-7015 or [dwhite@sled.sc.gov](mailto:dwhite@sled.sc.gov).